



***FBNEGA  
MEMBER  
AGENCY  
GNAP  
ORIENTATION***

# Overview

- What is GNAP?
  - Intended recipients
  - How has GNAP changed?
  - Available products
- Roles and expectations of FBNEGA
- Roles and expectations of Member Agencies
- Member Statistics Reporting

# *What is GNAP?*

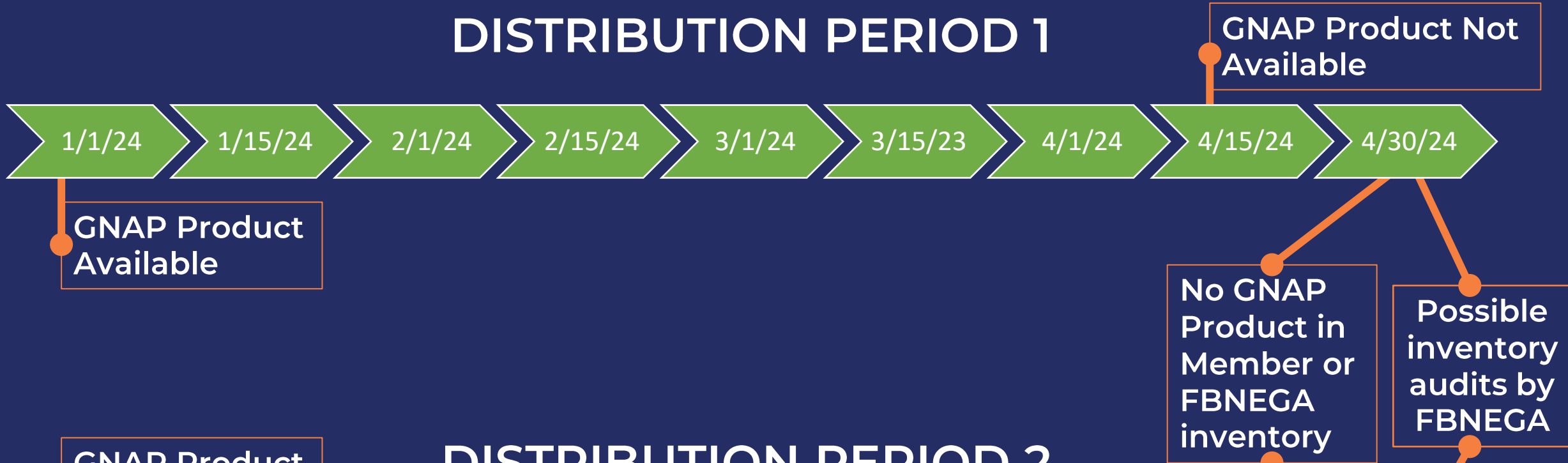
- The Georgia Nutrition Assistance Program utilizes federal TANF (Temporary Assistance For Needy Families) dollars and is subject to those program provisions.
- The focus of the program is to purchase and distribute nutritious foods to Georgia families with children that participate in TANF or are at risk of TANF eligibility.
- The program is run in 4-month periods and provides millions of pounds of food to Georgians in need via the state's food bank network.
- This program is not intended for organizations that do not serve children or families with children.

# *How Has GNAP Changed?*

- In 2024, GNAP food will only be distributed to our neighbors during two 4-month distribution windows.
- For the first 4-month distribution window, all GNAP product must be ordered and distributed out of Food Bank and partner agency inventories by April 30<sup>th</sup>. Online ordering will be cut off on April 15<sup>th</sup>.
- For the second 4-month distribution period, all GNAP product must be ordered and distributed by August 31<sup>st</sup>. Online ordering will be cut off on August 15<sup>th</sup>.

# 2024 GNAP Timeline

## DISTRIBUTION PERIOD 1



## DISTRIBUTION PERIOD 2



# *Available Products*

- **Boxed cereal**
- **Applesauce**
- **Shelf-stable milk**
- **Canned fruit and vegetables**
- **Canned soups and meals**
- **Oatmeal and grits**

# *Roles and Expectations of FBNEGA*

- Acquire GNAP products and make them available for online ordering as quickly as possible
- Develop a compliant program for Members including new MOUs, new training materials, and new reporting forms
- Report on behalf of all agencies and ourselves to the Atlanta Community Food Bank and the DHS on inventories, distributions, and people served
- Develop and execute end-period compliance audits
  - Random site audits will occur within 15 days of end of contract period to confirm no GNAP products are still being held in inventories

# *Member Agency Expectations*

- Full understanding of all compliance requirements
- Signed Memorandums of Understanding confirming this understanding
- GNAP product is clearly labelled as GNAP and is stored in a way that prevents it from being mixed with other products or mistaken as other products
- GNAP product is stored in accordance with all relevant storage guidelines agreed to as a part of agency membership (i.e., off of the floor, in a pest free environment, etc.)



# Member Agency Expectations

- Member Agencies will return all GNAP written forms to either FBNEGA location to be kept on file at end of contract period (September 30<sup>th</sup>) – this ensures continued maintenance of these forms until they are no longer needed for audit purposes
- Timely Notice provided to FBNEGA of any compliance risks:
  - 15-day early notice of an inability to distribute all GNAP foods by September 30<sup>th</sup> – The earlier you voice any concerns, the faster we can help!

# *Member Agency Reporting*

- On time reporting is required: GNAP reporting due on the last day of the month, same as all other reporting
- Reporting Categories:
  - 2024 NEW GNAP TANF PARTICIPANTS
  - 2024 NEW GNAP AT-RISK
  - 2024 NEW GNAP MEALS PREPARED AND SERVED

# Member Agency Reporting

## 2024 NEW GNAP TANF PARTICIPANTS

- Report total number of HOUSEHOLDS served with GNAP products who are current TANF recipients.
- GNAP eligibility for HOUSEHOLDS should be reported for those who receive any GNAP product, even if via a served meal.

# TANF Participants

- Recipients will report current TANF enrollment by checking the 'TANF' box in line 6 of the GNAP form.
- If a recipient checks the 'TANF' box and other boxes, please count those household members as 'TANF Participants' in the 2024 NEW GNAP TANF PARTICIPANTS line when submitting your monthly reports.



There are relatively few active TANF recipients in Georgia, so most households will fall into other categories and be counted as 'At-Risk'.

6. Are you currently receiving (Check all that apply)  SNAP/Food Stamps  Medicaid  SSI  TANF  
 N/A

# Member Agency Reporting

## 2024 NEW GNAP AT-RISK

- Report total number of HOUSEHOLDS served with GNAP products who currently receive SNAP, Medicaid, SSI, or are below 200% of the Federal Poverty Level.
- GNAP eligibility for HOUSEHOLDS should be reported for those who receive any GNAP product, even if via a served meal.

# *At-Risk*

- In line 6: If recipients check the SNAP box AND/OR check the Medicaid box AND/OR check the SSI box, then they are 'At-Risk'. They do not need to complete line 7 of the GNAP form to be considered eligible.
- Recipients only need to be currently receiving one benefit from line 6 to be eligible.
- In line 6: If recipients check 'N/A' they need to complete Line 7 to determine GNAP eligibility.
- In line 7: If recipients are below 200% of the Federal Poverty Level, then they are 'At Risk' and are GNAP eligible. The Federal Poverty Line calculations are located at the bottom of the GNAP eligibility form.
- Please see next slide for examples of lines 6 and 7

# At-Risk

6. Are you currently receiving (Check all that apply)  SNAP/Food Stamps  Medicaid  SSI  TANF  
 N/A

7. What is your total household income? (Include all income from parents, guardians, caregivers, and children living in your house)

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6. Are you currently receiving (Check all that apply)  SNAP/Food Stamps  Medicaid  SSI  TANF  
 N/A

7. What is your total household income? (Include all income from parents, guardians, caregivers, and children living in your house)

\$30,000

# Member Agency Reporting

## 2024 NEW GNAP MEALS PREPARED AND SERVED

- Report total number of meals prepared AND served.
- All meal recipients are also reported as either 'TANF Recipients' or 'At-Risk' because they are required to complete a GNAP form unless they are a child under 18, or age 18 and enrolled full time in school.
- Your agency must maintain verifiable documentation such as a meal calendar which serves as secondary proof of the number of meals prepared and served using GNAP ingredients



# Meals Prepared and Served

- A meal containing any amount of GNAP product qualifies as use of GNAP products and must be treated the same as packaged foods for reporting purposes
  - GNAP eligibility must be determined, and forms must be collected in the same manner as if the product was packaged and uncooked
- Only the total number of meals that are prepared AND served in each month should be reported
  - If you prepare 50 bagged lunches containing GNAP foods and 45 are served and 5 are thrown away, you should report 45 Meals Prepared and Served
  - If you prepare a plated dinner using one GNAP food item as a side, that entire plated dinner counts as a GNAP Meal Prepared and Served

# *Reporting on Children*

- Report total number of Meals Prepared and Served via backpack meal programs or on-premise feeding programs
- Children under 18 and those who are 18 and still in school full time can receive GNAP food directly without completing a GNAP eligibility form
- Your agency must maintain verifiable documentation such as a meal calendar which serves as secondary proof of the number of meals prepared and served using GNAP ingredients

# *Reporting on Children*

## Examples:

- 10 children receive weekend backpack meal kits that contain GNAP products, report 10 Meals Prepared and Served. No GNAP form required for children.
- 15 children are given lunch containing GNAP products at an on-premise feeding program; report 15 Meals Prepared and Served. No GNAP form required for children.

# Questions? Reach Out!

- Agencies located in Barrow, Clarke (Agencies with names starting with A-F), Oglethorpe: **Tracey Massey** at [tmassey@foodbanknega.org](mailto:tmassey@foodbanknega.org) or **706-713-9319**
- Agencies located in Banks, Clarke (Agencies with names starting with G-Z), Franklin, Hart: **Stevie Jandrlich** at [sjandrlich@foodbanknega.org](mailto:sjandrlich@foodbanknega.org) or **762-356-4128**
- Agencies located in Jackson, Madison, Oconee: **Noah Cooke** at [ncooke@foodbanknega.org](mailto:ncooke@foodbanknega.org) or **706-713-9315**
- Agencies located in Habersham, Rabun, Stephens, Towns, White: **Melissa Johnson** at [mjohnson@foodbanknega.org](mailto:mjohnson@foodbanknega.org) or **706-960-9205**